

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (X) EXISTING POSITION

PART I - Position Description

1. Agency Name Department for Children and Families		9. Position Number K0162979		10. Budget Program Number 23342/029500	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Human Services Assistant		
3. Division West Region			12. Proposed Class Title		
4. Section Prevention & Protection Services			13. Allocation		
5. Unit FACTS			14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City Garden City County Finney			15. By Approved		
7. (Circle appropriate time) Full Time X Perm Inter Part Time Temp %			16. Audit Date: By: Date: By:		
8. Regular Hours (circle appropriate time) From: 8:00 AM/PM AM To: 5:00 AM/PM PM			17. Position Reviews Date: By:		

PART II - Organizational Information

Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

- This position serves as a member of a specialized FACTS Unit. This position will maintain a data system for regional Prevention and Protection Services.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Jilinda Hale	Title: Program Consultant I	Position Number: K0163071
Who evaluates the work of an incumbent in this position.		
Name: Jilinda Hale	Title: Program Consultant I	Position Number: K0163071

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

- Workers exercise a moderate amount of independent judgment. The employee is provided with specific assignments from professional staff and the supervisor. Work is assigned with general verbal instructions and may involve the interpretation and implementation of specific manual instructions. Manuals for this position tend to be complicated or technical in nature and require careful interpretation.

d) Which statement best describes the result of error in action or decision of this employee.

- () Minimal property damage, minor injury, minor disruption of the work flow.
- (X) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- () Major program failure, major property loss, or serious injury of incapacitation.
- () Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No. % E O R M

In addition to the tasks listed below, the incumbent is expected to communicate the Mission Vision, and Guiding Principles of the agency to peers, customer and public, Identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency. Understand and provide excellent customer service both internally and externally, serve as a positive role model, and Work cooperatively with peers, staff, customers, community partners and the general public.

The tasks listed below will be reviewed for accuracy, completeness, and compliance with agency policy and practice standards by the supervisor on an ongoing basis. This will be achieved through reviewing completed work assignments for results obtained, individual conferences, reports, and feedback from others.

Maintains FACTS System

Maintains the FACTS System to ensure that accurate information is documented in a timely manner. This task is extremely important in that data entered into this system demonstrates that the area's activities meet agency and statutory requirements and is used in making statewide critical decisions that pertain to child safety. This task is accomplished by completing a number of complex and unrelated steps:

- Gathers and prepares information for entry into the FACTS System to include receiving and searching open case files for complete information; exploring non-FACTS databases, closed files, and/or contacting other staff where information is incomplete; reviewing additional information with social worker to ensure accuracy; independently extracting identifying information such as school districts and counties and processing this information in accordance with procedures, rules, and regulations.
- Activates and maintains electronic case files in the FACTS System by meeting all deadlines for data entry from case activation until case closure, by analyzing data on case forms and selecting appropriate entry to ensure accurate correlation between selected entry and the various program possibilities, and by making sure the correct information is included in court orders prior to entering this information into the FACTS System.
- Utilizing the system to identify key information for professional and supervisory staff to include alerting worker and supervisor of real and potential deadline problems.

Other Duties

The worker should attend related training and workgroups, and will need to complete any other duties assigned, in particular any special projects. Provides clerical assistance and support to relieve professional and supervisory staff of administrative details.

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

- Failure to receive intakes could result in reports not being made and the agency failing to intervene as appropriate.
- Failure to provide information and referral services would result in inadequate communication between the agency and consumers which could result in consumers not receiving information or services in a timely manner and additional stress being placed on the child and family.
- Failure to maintain the FACTS System could have an impact on receipt of federal funds, compliance with American Civil Liberties Union settlement, the Adoption and Foster Care Analysis and Reporting System (AFCARS), Kansas Legislative Post-Audit, and the National Child Abuse and Neglect Data Systems (NCANDS).
- Failure to provide accurate and timely case management, documentation, and/or clerical support services would result in the work of the team being impeded, would place the agency out of compliance with requirements of law or procedures, and could ultimately impact the receipt of federal funds.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- () Plans, staffs, evaluates, and directs work of employees of a work unit.
- () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

- Contact is made with co-workers on a daily basis to receive information in order to ensure accurate FACTS data entry.

25. What hazards, risks or discomforts exist on the job or in the work environment?

- The employee may experience stress resulting from meeting deadlines and use of office equipment on a repetitive basis. Long periods of time may be spent working on a computer.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

- **Daily Use of the following:**
- The telephone
- Fax machine
- Copy machine
- General office equipment
- Personal computer

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

High School Diploma/GED

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Independent work experience in office support/clerical work including basic computer skills and software application skills.

Ability to establish and maintain effective working relationships with other employees: understand and interpret written materials, oral as well as written instructions: perform basic arithmetic computations: make basic decisions, maintain self-control in stressful situations, and take appropriate actions.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

- Essential duties require the mental and/or physical ability to access, read, and use computer systems and effectively communicate with others orally and in writing. Significant time is spent on the telephone and/or on e-mail with internal/external customers. Extended periods of time may be spent utilizing the personal computer. Work outside of normal working hours and occasional overnight stays will be required. Physically have the ability to on occasion do light lifting.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

All employees are instructed to use standard safety devices available for machinery and equipment. All employees are instructed to follow industrial, safety and health guidelines, e.g., using proper lifting techniques, using dollies and/or other devices to distribute equipment, computer breaks to rest eyes and stretch, wrist rests for computer keyboards, seatbelts for automobiles, etc. Employees are instructed to maintain environmental awareness during field work to avoid or otherwise prevent or minimize unsafe situations and unsafe personal contact. Employees are cautioned to execute strict key/code control for agency facilities and lock all doors after normal duty hours.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date